

Glenville State College
Staff Council
Constitution and Bylaws
(Adopted October 26, 2018)

Introduction

The Glenville State College Staff Council was created by Glenville State College Personnel Policy 16 for the purpose of providing staff a means to share information and discuss issues affecting them or the efficient and effective operations of Glenville State College. This Council was formed with recognition that all matters at Glenville State College are governed by state law, by the Glenville State College Board of Governors, and Glenville State College policies and procedures.

Articles:

Article I	Name
Article II	Authority
Article III	Purpose
Article IV	Representatives
Article V	Terms of Office
Article VI	Elections
Article VII	Officers and their Duties
Article VIII	Meetings
Article IX	Executive Committee
Article X	Committees
Article XI	Procedures
Article XII	Amendments
Article XIII	Parliamentary Authority

Article I – Name

The name of this organization shall be the Glenville State College Staff Council (GSCSC), hereinafter referred to as Staff Council.

Article II – Authority

Staff Council will be a unit of Glenville State College (hereinafter referred to as the College) and will continue to be so until such time as the Board of Governors withdraws recognition per Personnel Policy 16. The organization of Staff Council will in no way affect the right of the College employees to belong to other organized groups of their choice, nor will it preclude the functioning of such organizations.

Article III – Purpose

The purpose of Staff Council is to act as a representing body for the employees who are governed by progressive discipline (hereinafter referred to as Staff). Staff Council will advocate and promote improvements and recommendations which affect the Staff at the College. The Council may consider questions, concerns and recommendations from any Staff employee(s). Staff Council responsibilities DO NOT include acting as a grievance board for individual cases.

Staff Council will act in an advisory capacity and be responsible for making recommendations related to concerns of the Staff to the West Virginia Higher Education Policy Commission (HEPC), Board of Governors, the President, College administration, and legislature as deemed appropriate.

Staff Council will oversee all aspects of the annual staff recognition program, Staff Professional Development Fund, and the Ginny Grottendieck Scholarship Fund established and maintained by the Council. The Ginny Grottendieck fund is housed with the Foundation Office for accounting purposes only.

Article IV – Representatives

A. Organization

Individuals must be a full-time staff employee of the College who hold a position that is covered by progressive discipline as defined in Glenville State College Personnel Policy 16.

B. Council

Staff Council shall be comprised of the following:

- a. Two staff elected from each of the HEPC Equal Employment Opportunity Commission (EEOC) categories:
 - i. Executive/Administrative/Managerial (EEOC=1)
 - ii. Professional/Non-Teaching (EEOC=3)
 - iii. Secretarial/Clerical (EEOC=4)
 - iv. Technical/Paraprofessional (EEOC=5)
 - v. Skilled Craft/Service/Maintenance (EEOC=6 & 7)
- b. One staff elected to represent the Council on the College Board of Governors
- c. One staff elected to represent the Council at the state level

Article V – Terms of Office

- A. The term of office for a representative of Staff Council shall be two years and shall begin on July 1 of alternating years.
- B. Elections for representatives will be done in the manner prescribed in Article VI of this Constitution.
- C. Transfer of a Staff representative from one EEOC category to another shall not affect his/her unexpired term on the Council. Said representative will become an At Large Representative.
- D. Vacancies are created by:
 - a. termination or resignation of employment with the College
 - b. failure to attend four (4) regularly scheduled Council meetings per two year term without notifying an Officer.
 - i. After a representative has accrued three (3) unexcused absences, the Council Secretary will notify the representative, in writing, that one additional absence will result in his/her removal from the Council. Vacancies will be filled according to the procedures as outlined in Article VI of this Constitution.
- E. Staff Council EEOC category representatives may serve unlimited consecutive terms.
- F. The Chair, state representative, and BOG representative may serve two consecutive terms not to exceed four years.
 - a. Should no eligible individual volunteer to serve in any of the above capacities the Council has the authority to appoint representatives regardless of terms served.

Article VI – Elections

- A. The election process will consist of Nominations, Elections, Officer Appointments, and Chair Elections.
- B. Elected positions shall consist of:
 - a. Staff Council Officers
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
 - b. State level representative
 - c. College Board of Governors representative
 - d. EEOC Category Representatives
- C. The Council will designate a current representative, with a non-expiring term, to be responsible for conducting the elections each year.
- D. Only staff from within each EEOC category may nominate and vote for their respective representatives.
 - a. Nominations will occur during an open staff meeting in April. Nominations may also be provided via email to any current Officer and received one working day prior to the all staff meeting. The Council's designee will ensure those nominated accept the nomination prior to developing a ballot.
 - b. If only one individual is nominated for an individual category representative, that person will be accepted to the position; a formal vote is not necessary.
 - c. If more than one candidate is nominated for an individual category representative, the elected person must receive the majority of the votes cast. In the event of a tie, a run-off election will be held between tied candidates.
- E. All Staff have the opportunity to nominate and vote for their representative to the state level and College Board of Governors.
 - a. Nominations will occur during an open staff meeting in April. Nominations may also be provided via email to any current Officer received one working day prior to the all staff meeting. The

- Council's designee will ensure those nominated accept the nomination prior to developing a ballot.
- b. If only one individual is nominated for each position, that person will be accepted to the position; a formal vote is not necessary.
 - c. If more than one candidate is nominated for a position, the elected person must receive the majority of the votes cast. In the event of a tie, a run-off election will be held between tied candidates.
- F. The Council Chair nominees will be chosen from the incoming and continuing EEOC category representatives effective July 1 of the current year.
- a. Nominations will occur during the May Staff Council meeting. Nominations may also be provided via email to any current Officer and received one working day prior to the meeting. The Council's designee will ensure those nominated accept the nomination prior to developing a ballot.
 - b. If only one individual is nominated, that person will be accepted to the position; a formal vote is not necessary.
 - c. If more than one candidate is nominated, the elected person must receive the majority of the votes cast. In the event of a tie, a run-off election will be held between tied candidates.
- G. The Council's designee will conduct the final vote for each election by electronic ballot. The ballots will be retained by the designee for a period of 60 days after elections are complete.
- H. The current Council Executive Officers will certify the election results. In cases where officers are running for reelection, the Chair shall appoint a Council Representative as a substitute for the ineligible officer.
- I. The Vice Chair, Secretary, and Treasurer positions will be elected by Staff Council through nominations of sitting representatives at the first official July meeting. If any of these positions become vacant later, an election by representatives of the Council shall be held as soon as possible after the notice of such vacancy is given.
- J. In the event a vacancy should occur in any elected position, a special election will be held to fill the unexpired term, with nominations accepted by email to any current Officer two weeks prior to the election.
- K. All special elections will be held within 30 days of the occurrence of the vacancy. In the event of a tie, a run-off election will be held between the tied candidates. In the event that only one individual is nominated for the open position(s) that person will be accepted to the position; a formal vote is not necessary.

Article VII – Executive Officers and their Duties

- A. The Chair will:
- a. Preside at all regular and special meetings and enforce all regulations and policies of the Council;
 - b. Preside over the Executive Committee and be responsible for preparing the committee structure;
 - c. Present the Staff report at the annual Board of Governors meeting;
 - d. Call special meetings when it is deemed necessary;
 - e. Appoint ad-hoc committees and chairs, as necessary;
 - f. Appoint staff employees to serve on College committees.
- B. The Vice Chair will:
- a. Assume the duties of the Chair in the absence of or at the request of the Chair;
 - b. Record and prepare meeting minutes in the absence of the Secretary;
 - c. Prepare an agenda for each regular meeting at least five working days prior to the scheduled meeting;

- d. Distribute the meeting agenda to all staff represented by Council within two working days prior to the scheduled meeting.
- C. In the event of the absence of both the Chair and Vice Chair at a regularly scheduled meeting, a President Pro Tempore will be elected by the Council representatives present to conduct the meeting.
- D. The Secretary will:
 - a. Record and prepare minutes of regular and special meetings;
 - b. Record and prepare minutes of executive committee meetings;
 - c. Provide a draft copy of the minutes to each representative of the Council within ten working days after the meeting;
 - d. Post approved minutes to the Council's portion of the Glenville State College website.
 - e. Track attendance of the council representatives and report to the Chair;
 - f. Be responsible for retaining all records of the Council.
- E. The Treasurer will:
 - a. Report to and prepare written reports of current funding balances to include:
 - i. Ginny Grottendieck Scholarship Fund
 - ii. Staff Council Fund
 - iii. Staff Professional Development Fund
 - b. Receive and report to the Council for a vote on all applications for the Ginny Grottendieck Scholarship Fund awards
 - c. Receive and report to the Council for a vote on all Staff Professional Development applications
 - d. Be responsible for retaining all fiscal records obtained from the Glenville State College Foundation Office.
- F. In the event an officer position is unable to be filled, those duties will be distributed to other Officers for completion as agreed upon by the Council.
- G. If any Council Officer is not performing his/her officer duties, it is the responsibility of the Executive Committee to consult with said Officer about a plan of action.
 - a. If said Officer fails to comply with the agreed upon plan of action, the Executive Committee will recommend removal of that Officer.
 - b. Following the recommendation of the Executive Committee, Staff Council may relieve any Council Officer from his or her officer duties by a two-thirds (2/3) vote of the total body of the Staff Council.
 - c. Upon removal of said Officer, nominations and elections will be conducted as outlined in Article VI, Sections J and K.
- H. In the absence of the duly elected staff representative to the state level representing body, the Chair of Staff Council shall appoint a proxy to attend the meeting.
- I. Restrictions:
 - a. No agreement made by the officers or representatives of the Council will be considered to be the Staff Council's position until it has been approved by the Staff Council by a quorum vote.
 - b. No expenditure of funds allocated under Staff Council or expenses incurred by its representative will be made or reimbursed unless approved by the Council. In the interim between regular monthly meetings, the Executive Committee will have authority to incur or approve costs.

Article VIII – Meetings

- A. Regular meetings of the Staff Council shall be held once a month. A set monthly meeting will be agreed upon by the Council representatives at the July meeting. Any change to meeting days or times will be agreed upon at the monthly meeting prior to the change occurring.

- B. Council representatives shall be permitted to attend Council meetings and conduct Council business. Meeting dates and times will be posted in advance to encourage employee attendance.
- C. The Chair may authorize special meetings of the Staff Council when necessary or appropriate in matters concerning staff.
- D. The Staff Council will meet with the President of the College at least quarterly to discuss matters affecting the staff.
- E. The Staff Council will meet with the College Board of Governors at least once each fiscal year in an informal meet and greet format.
- F. A quorum at a regular meeting will be a majority of the total voting representatives present at that meeting.
- G. All Council meetings will be open to the public except as provided for in Executive Session by state law. Non-representatives of Staff Council may participate in discussions upon recognition of the Chair of the Council.

Article IX – Executive Committee

- A. The Executive Committee shall be composed of the Officers and state level and BOG representatives.
- B. The Executive Committee is authorized to assist the Chair in making appointments to all committees.
- C. Any actions of the Executive Committee must be presented to the entire Staff Council at the next regularly scheduled meeting.

Article X – Committees

- A. Any staff member who sits on a standing campus committee will report back to Council on a monthly basis as to the status of their Committee. Committee representatives shall receive release time to attend committee meetings.

Article XI – Procedures

- A. Any staff may present ideas, opinions, and requests to any representative of the Staff Council to be presented at the next regular meeting.
- B. All formal proposals created and approved by the Staff Council will be submitted to the next level of campus governance for consideration.
- C. Staff Council reserves the right, after the review, to forward the proposal to the BOG and/or the state level representing board.

Article – Amendments

- A. Amendments to the Constitution may be proposed by any Council representative and must be presented to the Council in the form of a motion.
- B. A notice that an amendment is being proposed must be distributed, by the Secretary, to all staff at least 15 working days prior to the meeting at which voting will occur. Suggested amendments will be posted to the Council’s portion of the Glenville State College website.
- C. Amendments to the Constitution will be considered approved with the majority vote at the Council meeting at which it is presented.

Article XIII – Parliamentary Authority

Robert’s Rules of Order, as revised, shall govern the proceedings of the Staff Council except where otherwise specified in this Constitution.